



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

SUMMARY OF CHANGES
AR 819 – NEVADA RISK ASSESSMENT SYSTEM (NRAS)
Effective PENDING

Description	Page Number
The purpose of this new regulation is to ensure all Nevada Department of Corrections (NDOC) staff who utilize the Nevada Risk Assessment System (NRAS) tool maintain fidelity to the administration, scoring, and interpretation of results. NDOC uses various NRAS tools at different times in an offender's incarceration to determine criminogenic risk levels and needs which require coordination of services through the Offender's Individualized Case Plan (ICP) per AR801 Correctional Programs/Classes/Activities.	

James E. Dzurenda, Director

Date

This summary of changes is for training record purposes only. You must also consult the Administrative Regulation and/or Manual for proper instructions.

I, _____, acknowledge receipt of this Summary of Changes and understand it is my responsibility to implement into the course of my duties.

Signature

Date



NEVADA DEPARTMENT OF CORRECTIONS
ADMINISTRATIVE REGULATION

**NEVADA RISK ASSESSMENT SYSTEM (NRAS)
ADMINISTRATIVE REGULATION – 819**

SUPERSEDES: N/A

EFFECTIVE DATE: PENDING

AUTHORITY: NRS 209.341

RESPONSIBILITY

The Director of the Nevada Department of Corrections (NDOC and Department) is responsible for the implementation of this Administrative Regulation (AR).

The Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

The Associate Wardens will ensure that their appropriate assigned subordinate supervisors have read and understand this regulation.

Supervisors will ensure that their appropriate subordinate staff members have read and understand this regulation.

Designated staff members will know, comply with, and enforce this regulation.

If, and where applicable, offenders will know and comply with this regulation.

819.01 REQUIRED NRAS ASSESSMENT TOOLS

1. The following Nevada Risk Assessment (NRAS) assessment tools should be utilized for offenders throughout the course of incarceration:
 - A. Prison Intake Tool (PIT) - used at prison intake into custody and the scores are valid for the first twelve months of incarceration; however, if an offender has been in custody 6 months or longer, the PIT should not be administered, rather the Supplemental Re-Entry Tool (SRT) should be used.

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- B. Supplemental Re-Entry Tool (SRT) - used beginning 6 months after an offender comes into NDOC custody up to four years of incarceration.
 - C. Re-Entry Tool (RT) - used beginning four years or longer after an offender is incarcerated.

819.02 NRAS TOOL DOCUMENTS

1. The following NRAS tool documents are to be utilized as outlined below:
 - A. Self-Report Guide - an optional form that can be used if the NRAS Certified End-User chooses to do so. If utilized, the form is given to the offender to complete prior to the NRAS interview and should be reviewed by the NRAS Certified End-User prior to the interview. Note that this form does not take the place of the staff led interview process.
 - B. Interview Guide - utilized during the interview process to give structure to the assessment interview. NRAS Certified End-Users should be utilizing follow-up questions when appropriate to gather more information and to clarify information provided. The interview guide may be modified by NDOC Administrators if deemed appropriate and the changes would impact all NRAS Certified End-Users. Individual NRAS Certified End-Users are not able to make changes to the interview guide. The interview guide is considered an optional tool and does not have to be utilized during the interview process if the NRAS Certified End-User is well-versed in the NRAS. In this instance, the NRAS Certified End-User would bring only lined paper to the interview with the offender.
 - C. Scoring Guide - should be consulted when scoring items on the NRAS assessment tools. The scoring guide cannot be modified without the University of Cincinnati Corrections Institute (UCCI) approval. Note that UCCI is the creator and governing body over NRAS assessment tools. This approval would be requested, if applicable, by NDOC Administrators. The scoring guide is never to be utilized during an interview nor seen by an offender.
 - D. Scoring Tool - used to score the actual interview based on review of the scoring guide. The scoring tool should not be used during the interview with the offender. This tool should never be seen by the offender being interviewed, nor should the offender observe the NRAS Certified End-User documenting scores during the interview process.
2. The most recent editions of relevant NRAS tools and documents will be available in Stewart Shared drive folder titled “NRAS Assessment Tools” for all NRAS Certified End-Users to access.

819.03 OFFENDER ASSESSMENT PROCEDURE

1. INTAKE

- A. Every offender who comes into custody with NDOC, whether new commit, Safe Keeper, serving a prison term, or parole violation must have the PIT completed by an NRAS Certified End-User during the intake process.
- B. The NRAS Certified End-User will create a CASEPLAN in the Nevada Offender Tracking Information System (NOTIS) prior to completing the NRAS PIT Scoring Tool in NOTIS.
- C. The NRAS Certified End-User will complete the PIT with the offender by completing a structured interview process that includes, but is not limited to, the following:
 - 1) Explaining the purpose of the assessment,
 - 2) Utilizing follow-up questions to clarify and gather information, and
 - 3) Employing good listening skills and motivational interviewing techniques.
- D. Should any NDOC staff observe, during the course of their job duties, that an offender was not administered the PIT upon intake into NDOC custody, the staff member should complete the tool if within 6 months of the offender's intake date. If it has been longer than 6 months from the offender's intake date, the SRT should be administered. In this instance, supervisors should be notified for assistance in administering the necessary NRAS tool.

2. REASSESSMENT

- A. Every offender will be reassessed using the appropriate NRAS tool once per year excluding offenders sentenced to life without the possibility of parole or those sentenced to death row unless significant changes have occurred and therefor an updated NRAS would be beneficial. This information is necessary for Individualized Case Plan (ICP) development as well as Parole Board reports and notifying Parole & Probation upon an offender's release from NDOC custody. Note that an up-to-date and appropriate NRAS assessment will be submitted with parole board reports.
 - 1) This process of reassessing all individuals in custody will begin with individuals who are closest to prison release and will also be dependent on staffing levels. NDOC Administrators will direct the priority of reassessment.

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- B. Reassessment will be completed by NRAS Certified End-Users and work performance standards will be updated to include duties related to this task.
 - C. When significant changes occur in the life of an offender (such as, completion of evidence-based programming, recent desistance of crime, significant increase in criminal behavior, etc.), the NRAS tool may be re-administered sooner than the one-year mark.

3. OVERRIDES

- A. After completing the scoring tool following the completion of a structured interview with an offender, the NRAS Certified End-User should consider the following questions to determine if an override is appropriate:
 - 1) Were there any gaps in information provided?
 - 2) Were there any significant barriers in completing the assessment?
 - 3) Are there specialized areas that need to be assessed by additional tools (e.g., sex offending or substance use disorder scales)?
- B. Once the interview is complete, did the risk of the person in custody to reoffend match your professional judgement?
- C. Did the person in custody report a strong desire to maintain a criminal lifestyle that was not captured in the NRAS tool?
- D. Are there significant changes in the circumstances regarding offending behavior that is not captured by the tool (e.g., recent desistance of crime or significant increase in criminal behavior recently)?
- E. Individual domains (Behavior, Criminal History, Substance Use, Family, Employment/Education) cannot be given an override, rather the overall NRAS assessment tool can be given an override; however, there will be no number attached to the professional override and only the qualifier (moderate, high, or very high) will be documented.

Note that overrides should occur about 10% of the time or less.

Specialized populations of offenders can increase probability of issuing an override such as individuals who sex offend or individuals with severe mental illness.

819.04 GENERAL PROCEDURES

1. The original scored tools will be filed in the offender Institutional File (I-File). Assessments completed in NOTIS will have the printed report filed in the I-file. Should any program staff need regular access to the scored tool(s), copies may also be filed in medical and program files.
2. Additional comments justifying the individual question scores should be included in the NOTIS automated scoring tool.
3. NRAS Certified End-Users must add a case note in NOTIS that includes the following:
 - A. Date the tool was completed;
 - B. Name of the tool used;
 - C. Final risk level of the completed tool (both number and qualifier); and
 - D. Individual domain names as stated in the body of the tool, number scores, and risk levels (or qualifier)

Example:

NRAS Completed September 12, 2021
Reentry Tool (RT) Final Risk Level: 10 MODERATE
- Criminal History: 4 MODERATE
- Education, Employment, and Financial Situation: 2 MODERATE
- Criminal Attitudes and Behavioral Patterns: 5 MODERATE

4. NRAS Certified End-Users will follow the approved “NRAS NOTIS AUTOMATION MANUAL” to ensure all NRAS tools are entered into NOTIS with fidelity.
5. NRAS Certified End-Users will use the following method when correcting mistakes on the written tool:
 - A. Draw one line through the written error;
 - B. Write “error” above the written error;
 - C. Include the End-User’s initials and date correction was entered; and
 - D. Document the correct NRAS tool scoring information.
6. NRAS Certified End-Users will need to create a new CASEPLAN in NOTIS (for PIT only) then re-enter the NRAS tool if a mistake is made when inputting scores in NOTIS.

There is no capability to correct a score in NOTIS once the assessment is entered and saved.

819.05 TRAINING PROCEDURE

1. NRAS End-User Certification

- A. Training duration will consist of two days (eight hours each day).
- B. Training will be hosted by a UCCI certified NRAS Trainer.
- C. End-User training will be offered twice per calendar year for new staff in both the Northern and Southern regions.
- D. Due to the limited number of training videos provided by UCCI, NRAS Trainers will collect all PIT practice work as well as PIT testing work prior to the staff member exiting the training room. In short, no staff member will maintain access to PIT training videos (be it testing or practice) notes, scoring information, other NRAS materials, etc.
- E. Staff members who do not pass the End-User certification test will be given one opportunity to re-test using a different video within 30 days of the date the first test was failed. If the staff member does not pass the second test or if 31 or more days lapse between the two testing periods, the staff member will be required to complete the two-day End-User training again.
- F. Once certified, End-Users must complete the structured interview using the Interview Guide until fluent in the NRAS, at which time lined paper may be used to document offender's report during the interview process.
- G. Following the completion of an NRAS End-User Training, the NRAS Trainer or designee will submit a DOC 009 – User Account form for NRAS Certified End-Users to gain access to the Stewart Shared drive folder called “NRAS Assessment Tools.”
- H. Per the Memorandum of Understanding with UCCI, NRAS Trainers are required to email a complete list of NRAS Certified End-Users after completion of each training to Corrections.Institute@uc.edu so that UCCI may retain the information in their electronic database.
- I. Following the conclusion of the training, NRAS Trainers are to update the sign-in sheet by adding which video they tested with and who passed or did not pass the test then email the completed sign-in sheet to the assigned NDOC staff member taking lead of the NRAS Certified End-User Tracker.

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- J. In addition, training evaluations need to be completed by all training attendees prior to leaving the training. NRAS Trainers then scan the completed evaluations to the assigned NDOC staff member taking lead of the NRAS Certified End-User Tracker.
 - K. NRAS Trainers need to email each attendee and the staff member's immediate supervisor an email stating the outcome of the training test and if the person is certified as an End-User. The NRAS Trainer will also include a certificate of completion. A copy of the certificates should be saved in the s-drive folder titled "NRAS_TRAINER_MATERIAL."
2. Re-certification (refresher training)
- A. Training duration will be a minimum of four hours.
 - B. Training will be hosted by UCCI certified NRAS Trainer.
 - C. Re-certification is required annually for NRAS Certified End-Users.
 - D. Due to the limited number of training videos provided by UCCI, NRAS Trainers will collect all PIT practice work as well as PIT testing work prior to the staff member exiting the training room. In short, no staff member will maintain access to PIT training videos (be it testing or practice) notes, scoring information, other NRAS materials, etc.
 - E. NRAS Certified End-Users who do not pass the refresher training test will be given one opportunity to re-test using a different video within 30 days of the date the first test was failed. If the NRAS Certified End-User does not pass the second test or if 31 or more days lapse between the two testing periods, the staff member will be required to complete the two-day End-User training again. At this point, the staff member would not be certified to administer the NRAS tools.
 - F. If NRAS Certified End-Users cannot attend their assigned refresher training and there is another refresher training occurring within the next 6 months, the staff member can be re-assigned to attend the next NRAS Refresher training. In the meantime, the staff member is approved to utilize the NRAS assessment tools.
 - G. If there is not another Refresher Training scheduled within the next 6 months, the staff member will be required to complete the two-day End-User training again. In the meantime, the staff member cannot administer the NRAS tools.
 - H. Following the conclusion of the training, NRAS Trainers are to update the sign-in sheet by adding which video they tested with and who passed or did not pass the test then email the completed sign-in sheet to the assigned NDOC staff member taking lead of the NRAS Certified End-User Tracker.

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- I. In addition, training evaluations need to be completed by all training attendees prior to leaving the training. NRAS Trainers then scan the completed evaluations to the assigned NDOC staff member taking lead of the NRAS Certified End-User Tracker.
 - J. NRAS Trainers need to email each attendee and the staff member's immediate supervisor an email stating the outcome of the training test and if the person is re-certified to use the tools for another year.

819.06 NRAS CERTIFIED TRAINERS

1. UCCI Certified NRAS Trainers have access to all videos and training materials via USB Flash Drive with NDOC approval per AR 141 - Information Technology Standards, Controls and Security, Acceptable Uses of Information Technology
2. UCCI Certified NRAS Trainers will notify all NRAS Certified End-Users about revisions to the tools via email within one week of receiving notification from UCCI.
3. If the UCCI Certified NRAS Trainer does not co-lead or lead an end-user or refresher training in one calendar year, the person will be expected to attend refresher training as an attendee.

819.07 NRAS CO-TRAINERS

1. UCCI Certified Co-Trainers are able to assist UCCI Certified Trainers in co-facilitating training as requested by the Certified Trainers.
2. Co-trainers are not approved to facilitate any portion of the training or scoring of the tests without supervision from a UCCI Certified NRAS Trainer.
3. If the Co-Trainer does not co-lead an end-user or refresher training in one calendar year, the person will be expected to attend refresher training as an attendee.

819.08 QUALITY ASSURANCE

1. NRAS Trainers will observe NRAS Certified End-Users administer the tools quarterly to ensure accurate administration, scoring, and interpretation of results based on the schedule and policies developed by the assigned NDOC staff member taking lead of the NRAS Certified End-User Tracker
2. NRAS Trainers will assist in verifying NRAS Certified End-Users are documenting scores in NOTIS in keeping with fidelity to the training process based on the schedule and policy developed by the assigned NDOC staff member taking lead of the NRAS Certified End-User Tracker.

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3. Between mandatory annual refresher trainings, the assigned NDOC staff member taking lead of the NRAS Certified End-User Tracker will create a schedule for all NRAS Certified End Users to view video(s) of NRAS structured interview(s) and score the interview(s) to ensure all NRAS Certified End-Users are maintaining fidelity to the tools as evidenced by scoring the tools within 3 points of the actual score.
 4. The assigned NDOC staff member taking lead of the NRAS Certified End-User Tracker in collaboration with immediate supervisor(s) will develop a plan should audits indicate that NRAS Certified End-Users are not maintaining fidelity to the tools, scoring, administration, or interpretation of the NRAS tools.
 5. A validation study must be completed once every three years to ensure proper and consistent scoring of any risk and needs assessment utilized.

APPLICABILITY

1. This regulation requires an audit.
2. This regulation requires an Operational Procedure for all institutions.

REFERENCES

ACA Standards 5th Edition 5-ACI-6A-42; 5-ACI-7B-01; 5-ACI-7B-03; 5-ACI-7B-09, 5-ACI-7B-10

James E. Dzurenda, Director

Date